滨州学院教学日志

（二○ 至二○ 学年第 学期）

课程名称

专业

班级

开课单位

任课教师

任课教师

所在单位

滨州学院教务处

说 明

1. 本教学日志供任课教师记录授课进度及上课考勤用，应随课携带。

2. 任课教师应按照要求及时、认真、完整地填写教学日志中各栏目；开课单位应定期对任课教师的教学日志填写情况进行检查。

3. 任课教师每次授课必须考勤，并做好记录；每个月向学生所在学院报送一次缺勤情况统计结果。

4. 学期结束时，任课教师应将教学日志送交开课单位，审查后妥善存档。

课程表粘贴处

教学任务书粘贴处

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按时上课学生不做标记 旷课○ 迟到○ 事假△ 病假⊕

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按时上课学生不做标记 旷课○ 迟到○ 事假△ 病假⊕

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| 课次 | 时间 | 地点 | 主 要 内 容 | 缺勤 人数 | 作业布置情况 |
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按时上课学生不做标记 旷课○ 迟到○ 事假△ 病假⊕

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